Instructions for first time applicants

Thank you for your interest in the STOP Program. Please read the below information to ensure your submission is not rejected.

Submit the following documents to: NIPSTOPTEAM@CDC.GOV email box:

1. WHO formatted CV in English located on this website
   a. If you are a French speaker submit your WHO formatted CV in French and in English – Mandatory (2 separate documents)
2. STOP Application submitted in English

Instructions How to submit
- Do not convert the STOP Application or the WHO formatted CV to PDF or Image
- Do not send Zip or RAR files. Compressed files delay processing and are not permitted on CDC computers.
- File name each document using your name and the type of document
  o Example: Mahomed Azad App
  o Example: Mahomed Azad CV-EN
  o Example: Mahomed Azad CV-FR
- There is no need to submit your application paperwork more than once, if you submitted the appropriate documentation. Duplicate applications delay our processing and may result in the deletion of your application in error.
- If you submitted your Application and CV in separate emails, you **MUST** re-submit all of your application documents in one email. **Any email without both your Application and CV attached will be rejected**.

Instructions How to complete the STOP application and WHO formatted CV:

1. Avoid using all capital letters. Use the same font throughout the document and limit the usage of bold font.
2. Your answers should be concrete and concise; using bullets to identify specific, relevant experience.
3. The stated relevant experience in your CV and Application should match, both documents need to show your relevant experience.
4. Make sure you answer all questions for the track you are applying for and be sure to expand and focus on STOP relevant experience.
5. Do not modify the application or CV format by adding text boxes, tables, colors, or lines.
6. Make sure you remove all "example lines" from the forms.
7. Before submitting your application and CV, you should **preview** your documents to ensure the responses, as well as the formatting, grammar, and spelling are correct and reflect your experience and professionalism in all documents.

Below are the most common reasons why applications are rejected during the initial review process:

1. Did not email both CV and application
2. Did not answer ALL the questions pertaining to your role in the application
3. Submitted CV and application before and after the deadline
4. Submitted files as PDF, Zip or RAR
5. Submitted CV in the incorrect format
6. Submitted an old version of the STOP Application

Updated April 2017